

## **Child and Adult Care Food Program PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The USDA requires that the following non-discrimination statement be published in all Child and Adult Care Food Program materials:

**In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability (not all prohibited bases apply to all programs.)**

The Sponsor shall accept all complaints of discrimination, whether written or verbal, relating to the Child and Adult Care Food Program that are filed within 180 days of the alleged discrimination. The sponsor shall handle all anonymous complaints in the same manner as other complaints. Records shall be kept of all complaints and forwarded to the Secretary of Agriculture.

The complainant shall be advised to send the complaint to:

- Ms. Mary Szafranski, Director; Health and Nutrition Division; State Department of Education; 1535 West Jefferson Avenue, Bin #7, Phoenix, AZ 85007 **or**
- Director, Office of Civil Rights; USDA Food and Nutrition Services; Western Region; 550 Kearney Street, Room 400, San Francisco, CA 94108.

Records shall be kept of all complaints and forwarded to the Secretary of Agriculture.

### **Complaints of discrimination should contain the following information:**

1. Name, address and telephone and any other means to contact complainant
2. The specific location and name of the entity delivering benefits
3. Nature of the incident or action that led the complainant to feel that discrimination was a factor, or an example of the method of administration which is having a disparate effect on the public, potential participants, or participants
4. Basis on which the complainant feels that discrimination occurred (race, color, national origin, sex, age or handicap)
5. Names and titles, if known, and addresses of person who may have knowledge of the discriminatory action
6. The date(s) the alleged discriminatory actions occurred or the duration of such action.